

Approved For Release 2000/06/13 : CIA-RDP78-04202A000200130011-7

17 September 1973

MEMORANDUM FOR THE RECORD

SUBJECT: President's Executive Interchange Program

STATINTL

1. A meeting was held in the DTR Conference Room on 6 September to discuss generally Agency administration of the President's Executive Interchange Program and specifically the handling of Mr. [REDACTED] of the Office of Communications, who has been selected by the President's Commission on Personnel Interchange as the Agency's first participant in the Program. Those in attendance were:

Office of Training:

Registrar

STATINTL

Office of Personnel:

Office of Communications:

STATINTL

2. It was agreed that the following procedures would apply in [REDACTED] case and serve as guidelines for processing future participants:

a. Following selection for the Program by the Training Selection Board and the Commission, and arrival at their place of employment, participants will be placed in Leave Without

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b. The Office of Training will be responsible for administering the Program and will provide funds from its external training budget which will cover travel expenses as well as the contribution of \$1000 to the Commission for each participant. Travel and movement of household effects will be accomplished in conformance with existing policies applicable to PCS domestic moves for Federal employees, excluding costs connected with sale of the individual's house. A one-year Service Agreement will be executed by the participant.

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c. Maximum protection of their Government rights and privileges will be afforded our participants while in the LWOP status. In this connection [REDACTED] will visit headquarters at approximately mid-point in the Program and will be returned to a duty status for the purpose of protection of his retirement credit. Requests for personnel actions will be prepared by the sponsoring office (in this case the Office of Communications). The Office of Training will serve as the point of contact for participants and will keep the sponsoring office fully informed of all matters relating to the Program including quarterly progress reports which participants will be required to submit. Travel orders will be prepared by the Office of Training.

STATINTL

d. Participants will be enrolled in the "CIA Today and Tomorrow" Course and/or any other training offered by the Office of Training which may better prepare them to be as knowledgeable of this Agency as is possible so that they can represent the Agency in the most effective manner. Adjunctively, [REDACTED] will brief them on the Agency recruitment procedures so that participants will be in the best possible position to advise any interested individuals on how to apply for employment with the Agency.

STATINTL

3. A copy of the Operating Manual which outlines responsibilities for the administration of the Program is on file in the office of the Executive Secretary, Training Selection Board.

[REDACTED]  
Registrar  
Office of Training

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R/TR: [REDACTED]:maq  
Distribution:  
Orig - ES-TSB w/Manual  
1 - R/TR  
1 - TR/B&F  
1 - [REDACTED]  
1 - C/II/TR  
1 - ES-TSB Chrono

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ADDENDUM TO MEMORANDUM Dated 17 September 1973.

SUBJECT: President's Executive Interchange Program -  
[REDACTED]

STATINTL

Regarding paragraph 2C, our research indicates that credit for six months of LWOP in any one calendar year is all that is permissible. Therefore, [REDACTED] would receive no increased protection of his rights or privileges by returning to Headquarters in the middle of his tour.

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Re Annual leave and retirement credit, he will lose credit for the time spent in a LWOP status from 01 July 1974 until his return to the Agency on 01 November 1974.

Re PSI waiting period, he will lose credit for the entire year excepted for the first two weeks. (He is Step 2 of grade)

Re FEGLI and hospitalization benefits, he receives 365 calendar days coverage free of charge. He should be sure to be in a duty and pay status with us before the last day or he will lose coverage.

# NEWS

2000/06/13 : CIA-RDP78-04202A000200130011-7  
**PRESIDENT'S COMMISSION ON PERSONNEL INTERCHANGE**  
1900 E Street, N.W. Washington, D. C. 20415

***For Additional Information Contact:***  
Ms. Jan Zeszutek (202) 632-6834  
***For Release: December 10 (a.m.)***

The President's Commission on Personnel Interchange is now accepting nominations for candidacy in the 1974/75 President's Executive Interchange Program. The Commission, established under Executive Order in 1969, provides executives from Federal departments and agencies and the private sector with the opportunity to share talents and experience, while working in challenging and responsible positions in the opposite sector for a one-year period.

The Federal Government participants in the program must first be nominated by the head of their department or agency. The Commission then makes the selection based on an evaluation of leadership and management ability, a history of professional accomplishments and the potential to become a senior executive in the sponsoring governmental organization.

After being selected, Federal executives are matched with positions in business and industry which utilize specific skills and experience and provide opportunities for better understanding.

In addition to the work experience, executives participate in an education program which parallels their assignment. Federal executives are included in special activities in their host cities designed to illustrate the operations of a private sector organization, and the impact of government and government policies on business and the community.

In the past, Federal executives have been placed primarily in the major U. S. cities, with concentrations in New York, Detroit, Chicago, Houston, Los Angeles and San Francisco.

For more information, contact: Executive Director, President's Commission on Personnel Interchange, 1900 E. Street, N.W., Washington, D. C. 20415; phone

(202) 632-6834

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